All requests for assistance must be placed on the submitting agency's letterhead.

Date

To: Laboratory Director Jim Mailloux
    San Diego Regional Computer Forensics Laboratory

From: Your Title/Name (Must be a Chief or Commanding Officer)
    Your Agency

Reference: Agency Name Case #12345
    Nature of Case and/or Defendant Name

Director Mailloux,

This letter is a formal request for computer forensic assistance from the San Diego Regional Computer Forensics Laboratory (SDRCFL).

This letter acknowledges that our agency does not provide personnel or funding to the SDRCFL, and as such, the SDRCFL Lab Director has the right to decline services on the above referenced case, if the staff cannot accommodate the request.

We further acknowledge that any forensic assistance provided by the SDRCFL on the above referenced case may require our Case Agent(s) to review the evidence using the Case Agent Investigative Review (CAIR) process.

Respectfully,

Your Name
Agency Name